

# MISSISSIPPI DIVISION OF MEDICAID

## Eligibility Policy and Procedures Manual

### CHAPTER 101 – Application and Redetermination Processes

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## 101.04 FILING THE APPLICATION

Individuals inquiring about program eligibility requirements should be informed of their opportunity to apply. If an application is requested, the regional office must provide an application to the individual or mail it, as applicable. If another person or agency refers the name of an individual in need of medical assistance to the regional office, an application will be mailed if an address is available.

### 101.04.01 RIGHT TO APPLY

Individuals wishing to file an application must be afforded the opportunity to do so without delay. When an individual inquires about making an application at any regional office, an application form must be provided and the person offered the opportunity to file that day. A clearly ineligible person may file an application that must be accepted by the regional office and then denied.

### 101.04.02 ASSISTANCE WITH APPLICATION

The agency must allow an individual or individuals of the applicant's choice to accompany, assist and represent the applicant in the application or redetermination process.

### 101.04.03 APPLICATION FILE DATE

The application file date is the date a valid application form is received by the agency. To be valid, the application must be a Division of Medicaid application form or an exact facsimile and it must be signed by the applicant or his representative. Applications may be received by a regional office in one of the following ways:

- In person in any regional office, official out-stationed location or other location outside the regional office where eligibility staff are on official duty, such as a nursing home, hospital or other public facility;
- By mail in any regional office;
  - Applications received by mail which arrive after the end of the month, but were postmarked by the last day of the month will be considered to have been received by the regional office on the last day of the month in which they are postmarked.
- By fax or electronically in any regional office;

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#### **APPLICATION FILE DATE** (Continued)

- Faxed applications will be accepted as filed on the date received. However, the application with original signature must be provided and filed in the case record.
- Scanned applications submitted electronically are handled in the same manner as faxed applications.

#### **101.04.04     PROTECTED APPLICATION DATES FOR MEDICAID APPLICANTS**

An applicant who applies for Medicaid on any basis is entitled to have eligibility determined under all available coverage groups. Therefore, an individual who files an FCC application does not also have to file an ABD application to be evaluated for potential eligibility in an ABD program and vice versa. Any application received by the regional office must be evaluated across ABD and FCC program lines to determine if eligibility exists under any category of Medicaid coverage.

This also includes applications filed through another certifying agency, such as the Social Security Administration (for SSI applicants). If an individual is denied SSI, but would qualify in any available Medicaid-only coverage group, the regional office is required to use the SSI application date as the protected filing date for Medicaid benefits. If the individual is eligible for Medicaid-only, the regional office must determine eligibility using the SSI application date as the Medicaid application date. Additional information may be needed to determine eligibility; however, the application date is the SSI application date and the case must be documented to reflect this.